

Department/College Name:

Project Name:

Project Description:

SERVICE(S) NEEDED: Graphic Design Web Design Other _____

Objective:

Who is the intended audience?

Desired Results:

Key Messages:

Quantity:

Budget (required):

When does the project need to be completed?

Client Contact:

For planning purposes, please allow minimum design time as follows (not including printing time): flyers and simple brochures, 2 weeks; event collateral (invitations, signage, etc.), posters, and newsletters, 4 weeks; full-scale design projects (magazines, presentation packets with multiple components, marketing campaigns, etc...), up to 8 weeks. Allow additional time for printing. NOTE: Projects can be delayed beyond these dates when the department has a particularly heavy workload in terms of the number of simultaneous active jobs.